



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
MILLINGTON DETACHMENT  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-6500

1710  
N221

**SEP 12 2005**

From: Head, Mission Essential Branch (N221)

Subj: NAVY FITNESS PROGRAM WORKSHOP

Encl: (1) Navy Meeting Registration Form  
(2) Navy Meeting Agenda  
(3) 2005 Athletic Business Conference Booklet

1. The Navy Mission Essential Staff will conduct the 2005 Navy Fitness Program workshop for all MWR Fitness and Sports personnel on 29 November 2005 in conjunction with the 2005 Athletic Business Conference. The Athletic Business Conference will be held 30 November to 3 December 2005 at the Orange County Convention Center in Orlando, Florida. The Navy session will begin at 0800 on November 29th at the Orange County Convention Center, in Hall E, Room 231B&C and will end at 1700 on the same day. Both the Navy Meeting and the Athletic Business Conference seminars will provide information and updates on current issues in the areas of fitness, sports and aquatics. Enclosure (1) is the Navy Meeting Registration Form and Enclosure (2) is the Navy Meeting Agenda. Enclosure (3) provides registration and program information for the Athletic Business Conference. The Athletic Business Conference offers training sessions for fitness, recreational sports and aquatic personnel in the following program tracks; financial and risk management, facility design and construction, programming and marketing, youth sports administration, fitness management, military fitness and several others.

2. To register for the 2005 Athletic Business Conference, use the registration form in the back of Conference Brochure or do so on-line. Conference registration for personnel affiliated with the military is \$240. Conference registration, transportation, and per diem expenses are the responsibility of each command. For hotel accommodations, contact AmeriSuites Orlando Convention Center at 407-370-4720 and ask for Olga at extension 168 and mention the Athletic Business / Navy Block. We have a limited block of rooms at the rate of \$98.00 at the AmeriSuites. Room cut-off date is October 27, 2005. If the AmeriSuites block is filled, rooms are available at the Raddison Barcelo Hotel at a rate of 67.00. Call 407-345-0505 for reservations at the Raddison Barcelo. There are several other hotels located near the convention center if you choose to search on-line however, the Athletic Business Conference is during an extremely busy week at

the convention center so please book your rooms early to guarantee your reservations.

3. We are asking that you use enclosure (1) to register for the Navy Workshop. The Navy Workshop is free and open to Navy MWR and Active Duty Personnel.

4. Navy Personnel Command point of contact for the Navy Fitness Workshop is Marc Meeker (N221D) at email marc.meeker@persnet.navy.mil, commercial (901) 874-6899. DSN prefix is 882.

A handwritten signature in black ink, appearing to read "J. Kelly Powell", with a stylized, flowing script.

J. Kelly Powell

Distribution:  
Regional MWR Directors

Copy to:  
Installation/Site MWR Directors

**NAVY FITNESS PROGRAM WORKSHOP**  
**Orange County Convention Center, Orlando, Florida**  
**November 29, 2005**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Nickname (for Nametag): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Current Job Title: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City (Base - FPO): \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (DSN): \_\_\_\_\_ (Commercial): \_\_\_\_\_

Fax Number (DSN): \_\_\_\_\_ (Commercial): \_\_\_\_\_

**Note: This does not register you for the Athletic Business Conference (30 November- 3 December 2005). You must register directly with Athletic Business ([www.athleticbusiness.com](http://www.athleticbusiness.com)).**

I would like to participate in the Navy Workshop by:

☐ Displaying Publicity Material (Publicity Sharing). Command \_\_\_\_\_

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**PRIVACY ACT STATEMENT**

GENERAL: This information is pursuant to Public Law 93-570 (Privacy Act of 1974), for individuals completing Federal nominations for training. AUTHORITY: The Government Employees Training Act of 1958 (U.S. Code, Title 5, sections 4101 to 4118). PURPOSES AND USES: Information on this form is used in the administration of the BUPERS MWR Training Program. The purpose of this form is to document the nomination and selection of trainees. EFFECTS OF NONDISCLOSURE: Personal information in this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs. INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-679, SEC 7b: Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the training you are seeking. Solicitation of the SSN is authorized under the provisions of Executive Order 9397, dated Nov 22, 1943. The information gathered through the use of the SSN will be used only as necessary in training administration processes carried out in accordance with established regulations. The SSN will also be used for the selection of personnel to be included in statistical studies of training management matters. The use of the SSN is made necessary because of large numbers of Federal employees who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Authorizing Official (pls print)

\_\_\_\_\_  
Signature

**MAIL THIS FORM TO:**

**CNI Millington Field Support Office  
Training Section  
5720 Integrity Drive  
Millington, TN 38055-6540**

**OR**

**Send by Fax to:**

**DSN 882-6847**

**Commercial (901) 874-6847**

**Due date: 14 November 2005**

**Enclosure (1)**

**AGENDA**  
**for**  
**NAVY SESSIONS**  
**November 2005**  
**ORANGE COUNTY CONVENTION CENTER**  
**Hall E - Room 231 B-C**  
**Orlando, Florida**

**Tuesday, November 29, 2005**

- 0800 - 0830    **Introductions**
- 0830 – 0915    **CNI Vision - Future for Fitness**  
John Baker, Program Director for Community Support  
Commander Navy Installations
- 0915 - 0930    **Break**
- 0930 – 1030    **MWR Mission Essential Program Update**  
Kelly Powell, Head, CNI MWR Mission Essential Branch
- 1030 - 1045    **Break**
- 1045 – 1115    **Navy Fitness Programs - Update**  
Marc Meeker, Program Manager Navy Fitness  
CNI Millington Detachment
- 1115-1200    **Navy Fitness Regional FEP Class Instructors -Preparing the CFL to instruct FEP**  
Marc Meeker, Program Manager Navy Fitness  
CNI Millington Detachment
- 1200 - 1330    **LUNCH**
- 1330 – 1430    **Physical Readiness Program-Update**  
Heather Pouncey- Physical Readiness Program Manager  
NPC-Millington
- 1430 – 1445    **Break**
- 1445 – 1545    **Floyd Perry – Grounds Maintenance Services**  
“Budgeting for your Ballfields”
- 1545 – 1600    **Break**
- 1600 – 1655    **SPECIAL GUEST SPEAKER - TBA**
- 1655 - 1700    **Closing Remarks**